

**PEACE CORPS
OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR
OFFICE RENOVATION PROJECT AT THE PEACE CORPS NEPAL OFFICE**

RFQ Date: July 13, 2020

Peace Corps intends to offer a firm-fixed price contract for the Office modification project which includes i) Room partitions, cabinet construction, AC installation and door installation ii) Refurbishing of roof

Interested vendors should submit a quote for the services as described in this RFQ.

Written quotes (hand carried or e-mailed) are due to the following address by 4:00 p.m. on **July 31, 2020**. Quotes received after the closing date/time will not be accepted.

Name: Binaya Shrestha
Address: Peace Corps Nepal
Maharajgunj Chakrapath
Email: bshrestha@peacecorps.gov

A site visit will be scheduled and date will be notified to the contractor. To request participation in the site visit, call 9802003119 no later than July 20, 2020 by 4 PM.

A. Price/Period of Performance:

Supplies or Equipment

Period of performance: Schedule proposed by the contractor.

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

B. Statement of Work/Specifications

TECHNICAL SPECIFICATIONS FOR OFFICE RENOVATION PROJECT

1. a) Ground Floor

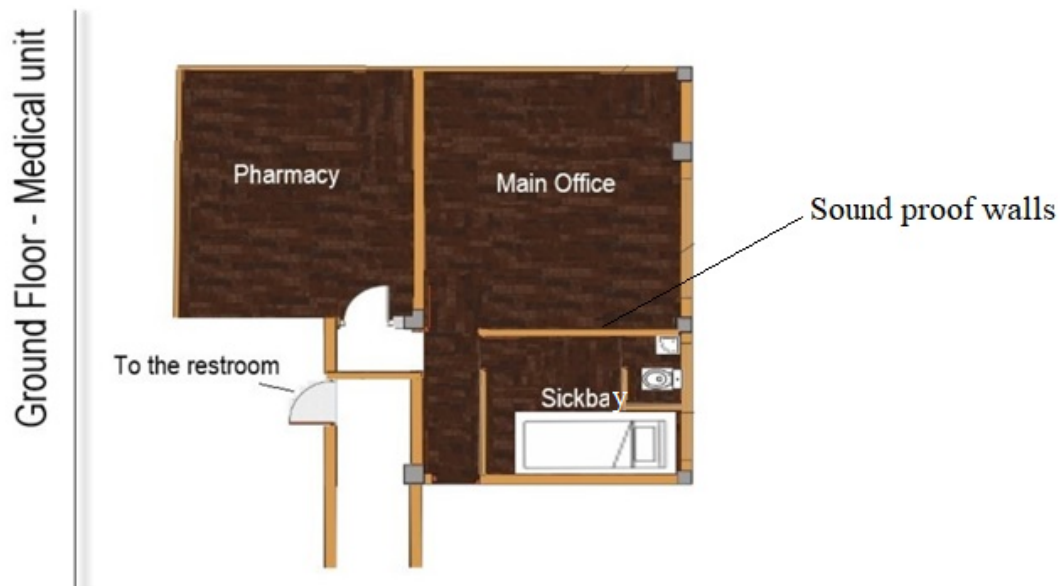
i) Medical unit – Hallway

- Build the partitions with sound proof material on eastern and southern side across the toilet to separate hall way and the medical unit.
- Create an access (tentative dimension 30 inches wide by 80 inches high) to the pharmacy from the corridor next to PCMO office.
- Prime and paint.

ii) Medical unit – Eastern/ Middle room

- Partition the existing room with sound proof material to create two office spaces – one main Office and one Sick bay
- The sick bay should be of a size of around 6 feet by 8 feet.

- Install one commode with cistern and one small corner wash basin in the sickbay to create one small toilet. The drainage and the water supply line should be connected from the adjoining toilet next to the wall.
- Enclose the toilet with the partition and the door of suitable size.
- Make sure that parquet in the new toilet is made water proof with additional cover or tile.
- Install a bed of about 6 feet long by 2.5 feet wide in sickbay.
- Install 36 inches by 80 inches doors in main office and in sickbay.
- Move and reinstall switches & power sockets, install lights and do the rewiring as needed.
- Prime and paint.

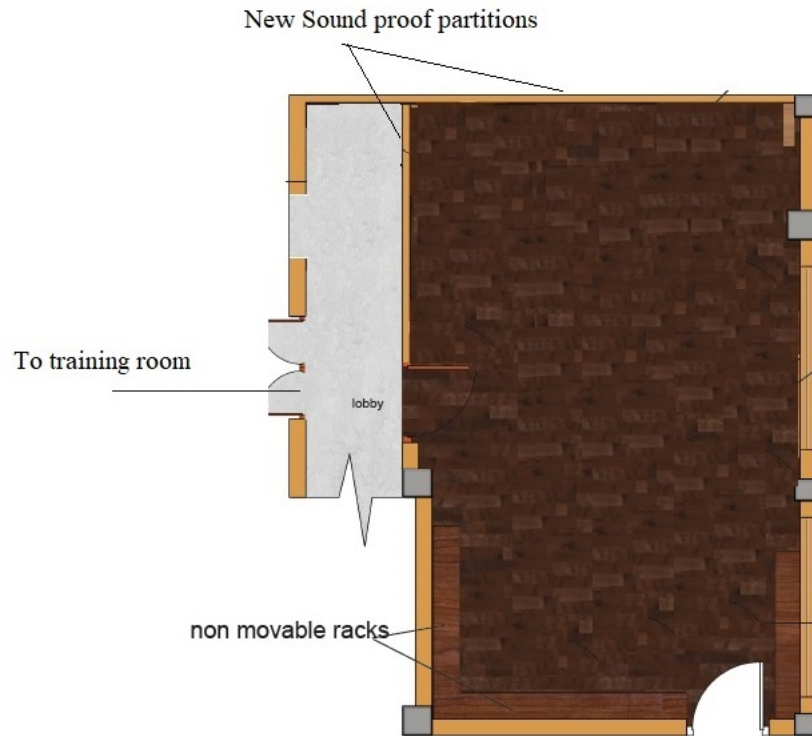


iii) Large Room in Southwest of Building

- Remove the current partition separating the medical unit and the hall, and install new sound proof partition.
- Remove current partition and install new sound proof partition in the hallway across the finance unit.
- Install a wooden door on the new partition in the hallway. The door and door frame can be used from the old partition.
- Move and reinstall switches & power sockets, install lights and do the rewiring as needed.
- Prime and paint.

Large room in southwest of the building (Training Hall)

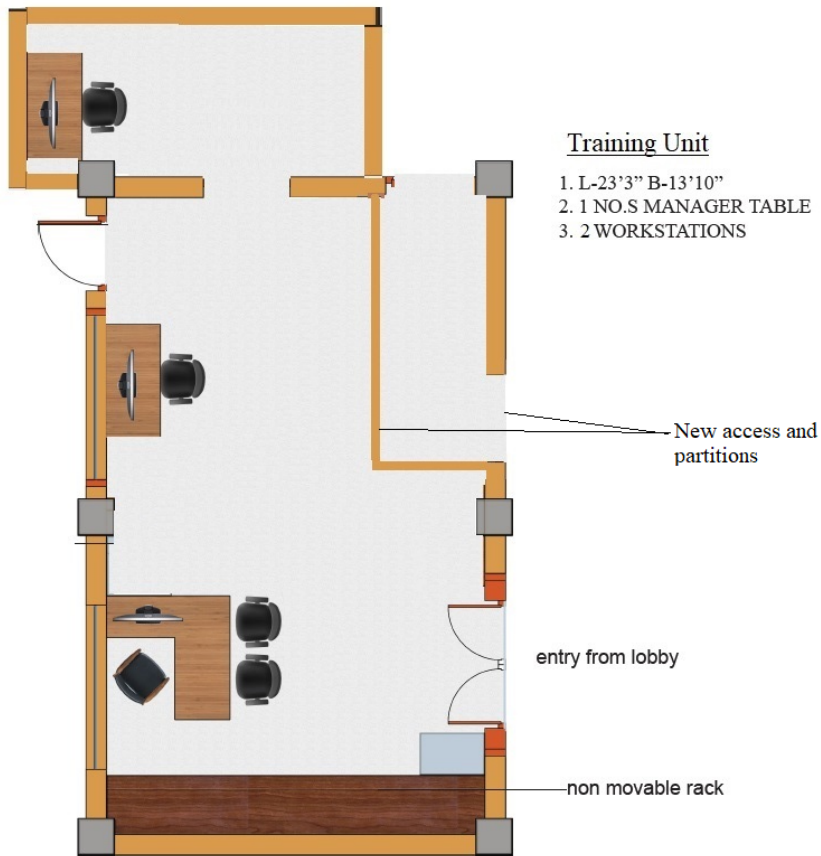
L - 27'10" B- 16'9"



iv) Northern room

- Remove the existing partition.
- Create an access of about 36 inches wide and 80 inches high on the wall adjoined to the hallway.
- Partition the access with sound proof wall on two sides to create walkway to the restroom.
- Remove the existing door and the door frame in the cashier cage and repair the wall.
- Prime and paint.

**GROUND FLOOR - NORTHERN ROOM
(TRAINING DEPARTMENT)**



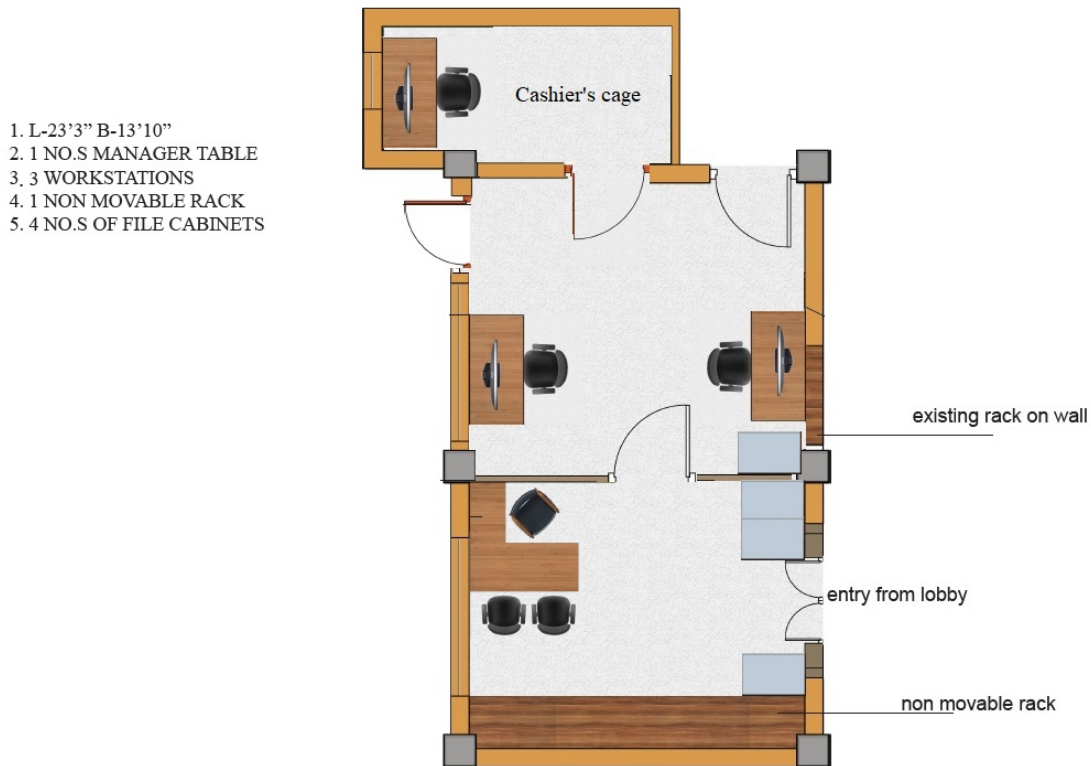
2.b) First Floor

i) Northern room

- Remove the existing partition and install new sound proof partition.
- Install a wooden door in the new partition, the door and the door frame to be used from the partition taken out from the ground floor finance room.
- Remove the kitchen countertop and all the cabinets. Remove faucet & sink and close water outlet and drainage. The cabinet should be removed in a way that it sustains minimal damage.
- Repair and plaster the walls making sure that all pipelines and electrical wiring are intact.
- Construct nine inches thick brick wall and do the cement plaster on both sides.
- Install frame and a metal sheet heavy door taken out from the ground floor to convert it into the cashier cage.
- Install one air-conditioner unit of 0.5 ton capacity inside the cashier cage.

- Remove the wall cabinet on the southern wall.
- Repair the wall and cover it with wooden board.
- Prime and paint the entire space.

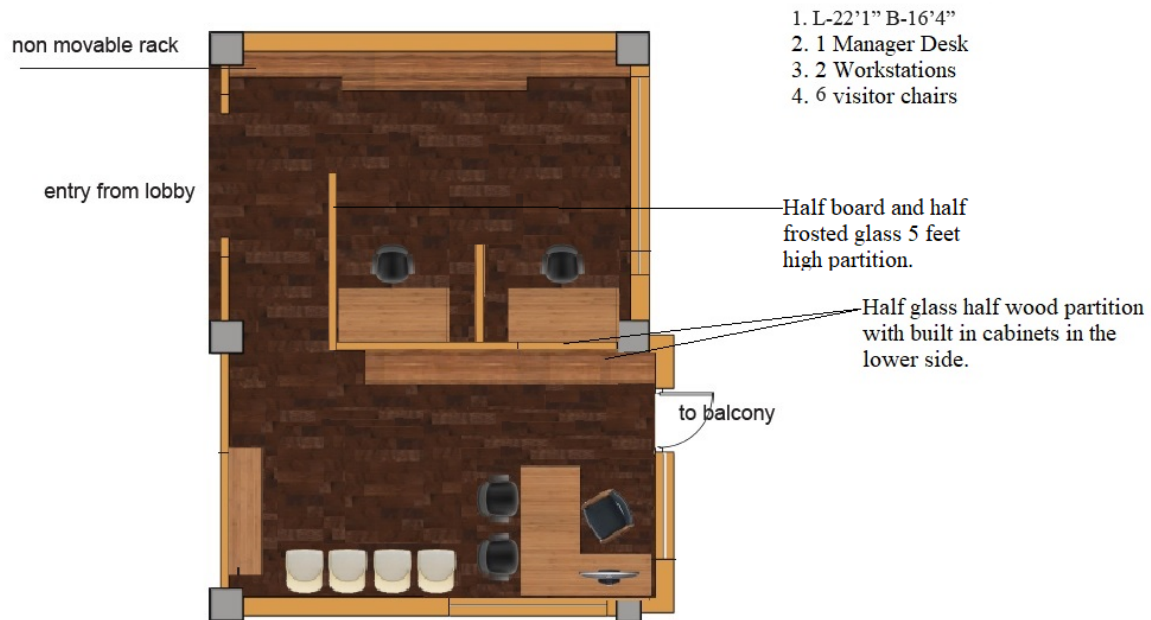
**First floor - Northern room
(new Finance unit & Cashier's cage)**



ii) Southwest room

- Remove current partition and install new sound proof partition with half glass on the upper side.
- Build storage cabinet in the partition of the size 3 feet high and 15 inches deep and about 10 feet long.
- Install 5 feet high partition with frosted glass on upper side and cement fiber board on the lower side.
- Install wooden door and a frame. The door and frame to be used from the partition that was removed.
- Prime and paint.

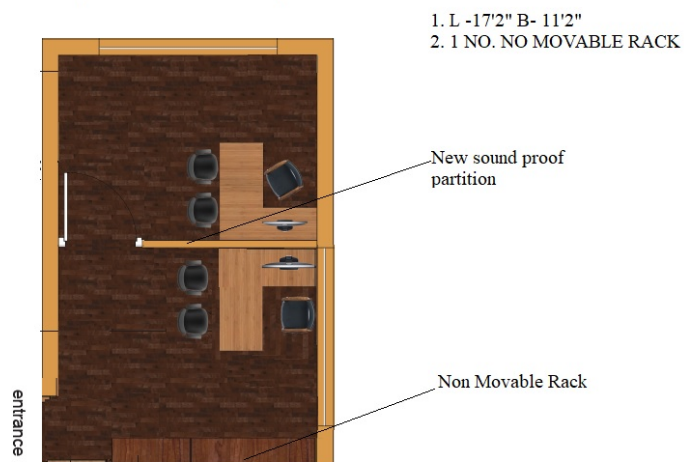
First floor - Southwest room (General Services unit)



iii) Northeast room

- Remove the existing partition and install new sound proof partition.
- Install the door and a frame. The door and frame to be used from the partition that was removed.
- Prime and paint.

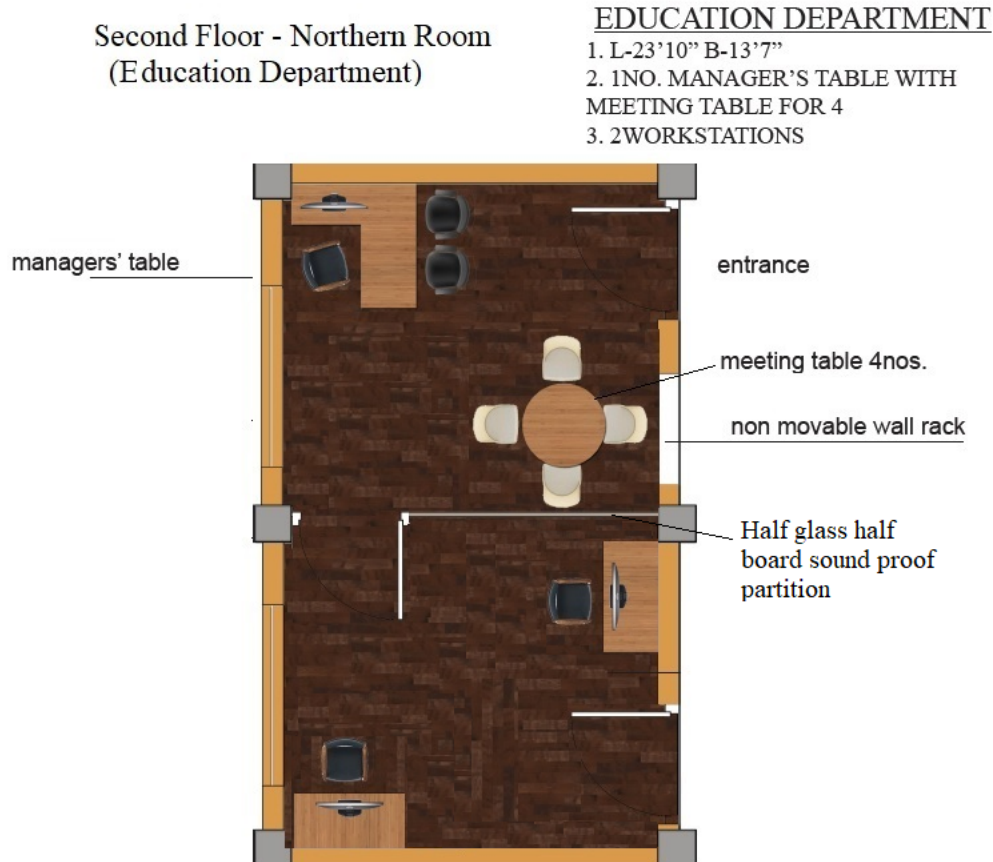
First floor - Northeast room (SSM and ITS office)



2. c) Second Floor

i) Northern room

- Remove the existing partition and install new sound proof partition with half glass on the upper side and half board on the lower side.
- Install a sound proof door in the new partition to create inter-access between the rooms. The size of the door should be 30 inches by 80 inches.
- Prime and paint.

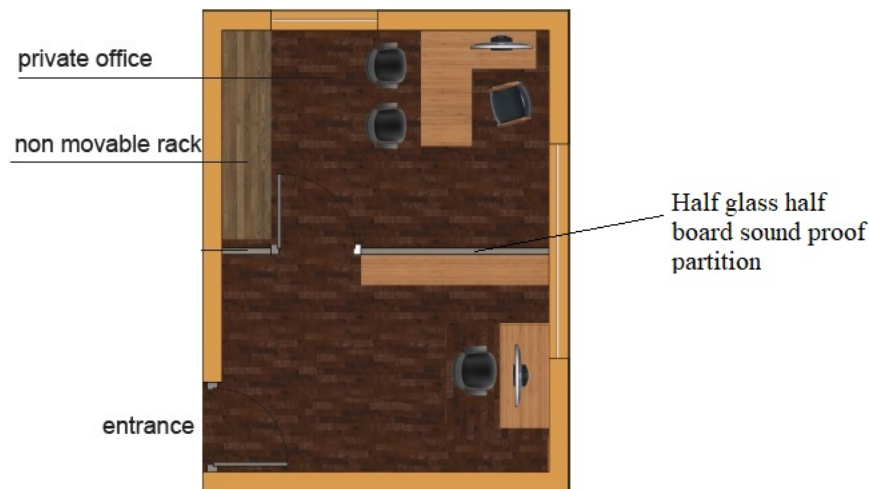


ii) Southeast room

- Remove existing half partitions and build new partition to create two office spaces.
- The new partition should be sound proof, half glass on the upper side and half board on the lower side.
- Install the lockable sound proof wooden door of at least 30 inches wide, 80 inches high.
- The partition should be installed in a way that windows can be opened in both the rooms.
- Construct a false ceiling as required.

- Remove existing air-conditioner from the current location and install a new one on the wall of the outer room.
- Install one 0.75 ton air conditioner unit in the inner room.
- Repair the walls as needed.
- Prime and paint.

**Second floor - Southeast room
(Food Security Department) L - 17' B- 13'**

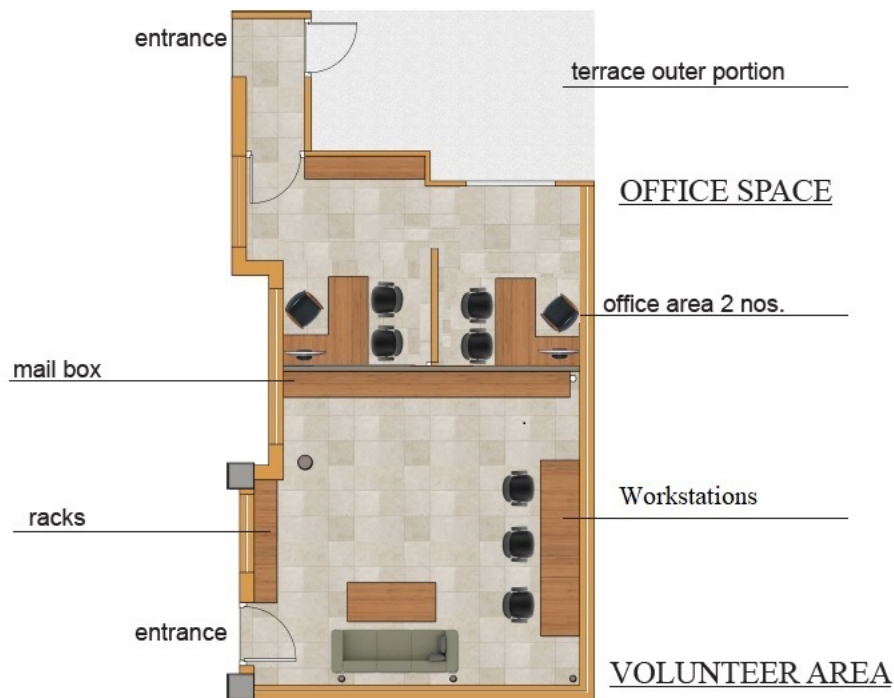


iii) Southwest room

- Remove the existing roof and reinstall the roof so that it slopes in one side in the south. The roof should be completely leak proof.
- Modify the existing roof frame to address the new roof design.
- Install the gutters as appropriate.
- Partition the existing hall with sound proof wall to create two rooms of tentative sizes 16' x 15' and 9' x 15'. The partition should be done in such a way that windows can be opened.
- Construct a false ceiling.
- Rearrange the wall in the eastern side of the room and install a door.
- Cover the open space in the terrace to create a hallway.
- Install water proof door to go to the exterior terrace.
- Do the necessary water proofing to make sure that there is no water seepage from the floor.
- Reinstall switches & power sockets, install lights and do the rewiring as needed.
- Relocate the AC units and do the installations as required.
- Prime and paint.

Second Floor - Southwest room

(IRC and MRE & PC Office) L - 27' 10" B - 16' 10"



Specification of the materials to be used in constructing partitions and doors.

- i) Partition wall – minimum of 12 mm cement fiber board on 2 sides with mineral wool insulation in between, thickness of wall to be 60 mm.
- ii) Glass partition wall should be constructed using sound proof technology making sure that it is fully sound proof.
- iii) All the partitions should be sturdy and strongly supported by frames as needed.
- iv) All new doors should be at least 32 mm thick wooden door assembled with quality locks and other fittings.
- v) Bathroom and sanitary items and door fittings should be ISO or ISI or have International Standard quality certification.
- vi) Paints should be A grade with reputed brand, and ISO or ISI certified or have International Standard quality certification.
- vii) Electrical fittings and accessories should be ISO, ISI or NS certified.
- viii) The measurements mentioned in the floor plans are tentative.

3. Debris removal and cleaning.

C. Location of Work

Peace Corps Office Maharajgunj Chakrapath

Note: Award of the contract and start date of the project is contingent upon availability of funds and receipt of all internal and external approvals.

Delivery Location: Peace Corps Nepal Office, Maharajgunj Chakrapath

POC Name: Sushil Manandhar

Mailing Address: smanandhar2@peacecorps.gov

Phone Number: + 977 1 4016027

D. Acceptance Criteria

Acceptance of all work under a completed contract will be done by the Peace Corps Contracting Officer or designee.

E. Contract Terms and Conditions

As stated in the standard Peace Corps Firm Fixed Price Construction contract.

The contract may be awarded partially or in full depending on the availability of fund.

F. Peace Corps Payment Schedule and Terms

Supplier will receive payment approximately 3 – 4 weeks after acceptance and receipt of valid/accurate invoice. The payment will be made via Electronic Fund Transfer (EFT) to the bank account provided by the supplier.

G. Evaluation Factors:

Quotes that are not responsive to this RFQ will not be evaluated by Peace Corps. All responsive quotes received by the due date/time will be evaluated in accordance with the factors specified below:

Technical Evaluation – The government will evaluate the technical proposal on the following factors.

- 1) Quality of the materials offered (10 points)
- 2) Delivery Timeframe and Project Schedule (10 points)
- 3) Warranties offered (10 points)
- 4) Other Factors (10 points) e.g. previous work experience; the size of construction team to be involved etc.
- 5) The technical evaluation will be rated based on details provided so please include as much details as you can.

Quotes may also be evaluated on Least Price Technically Acceptable basis depending upon which ever provides the best value to the Government.

H. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section I.
- b. Provide a detailed written quote by the due date stated in the Cover Letter of this RFQ. Written quotes may be hand delivered to the Peace Corps Nepal Office, Maharajgunj or sent to PO Box 15150, Kathmandu, Nepal or emailed to bshrestha@peacecorps.gov.
- c. The quote should include the following sections:
 - 1) Detailed Cost Estimate with total firm fixed price
 - 2) Proposed project schedule and planned completion dates. Specify the materials to be used, the size of the construction team to be involved, and any warranties offered within this section.
- d. A list of past performance references for previously completed projects. For each reference provided, please provide the name of the project, the date completed, and a reference point-of-contact (name and contact information) the quote should be signed by someone authorized to legally bind the company/firm submitting the quote.
- e. The quoted terms and prices cannot be increased at a later time.